



510th Personnel Services Battalion (Fwd)



ENLISTED PROMOTIONS

**DECENTRALIZED
(PVT ~ SPC)**



510th Personnel Services Battalion (Fwd)



ENLISTED PROMOTIONS

PRIMARY REFERENCES

AR 600-8-19

AR 600-8-22

AR 600-8-105

DA PAM 351-4

DA PAM 611-21

HQDA Clarification of MILPER Message 00-238

USAREUR Implementation of Procedural Changes to AR 600-8-19

Section II, SIDPERS-3 Procedural Guidance, PV2-SPC Advancements



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GENERAL RULES FOR PROCESSING ENLISTED PROMOTIONS

- The AAA-117 is the official instrument used by the commanders to recommend soldiers for promotion to SPC and below.
- When the commander denies promotion, he or she may promote the soldier on the next AAA-117 provided the soldier is otherwise qualified.
- Any soldier reduced must be fully qualified without waiver for promotion to the next higher grade.
- Company Commanders or Bn S1 signs all DA Form 4187 executing promotions to PV2, PFC and SPC.
- The Battalion Commander or Executive Officer can sign the DA Form 4187 in the absence of the Bn S1.

AR 600-8-19, para 2-3.



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GENERAL RULES FOR PROCESSING ENLISTED PROMOTIONS

- The BN S1 prepares SPC certificates for the battalion commander's signature.
- The BN S1 inputs all appropriate SIDPERS transactions on all advancements and denials not later than the 20th of the month.
- Soldiers promoted late - use procedures in paragraph 1-13 of AR 600-8-19.
- BASD will be used to determine TIS.
- Soldiers must be in a promotable status on the effective date of promotion.
- Soldiers will only be promoted in their PMOS or CPMOS.

AR 600-8-19, Chapter 2.



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AUTOMATIC ADVANCEMENTS

ELIGIBILITY CRITERIA		
	TIS	TIMIG
SPC	26/24*	6
PFC	12	4
PV2	6	N/A
Automatically advanced by TAPDB		

* Effective 1 Oct 02,
TIS to E4 will change
to 24 months. (MILPER
MSG, 02-160)

AR 600-8-19, para 2-3c.



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AUTOMATIC ADVANCEMENTS

- If the commander elects not to recommend a soldier for promotion on the automatic promotion date, a DA Form 4187 denying the promotion will be submitted NLT 20th of the month preceding the month of automatic promotion.
- DA Form 4187 will not be prepared for soldiers who are automatically promoted.
- The BN S1 will use a DA Form 4187 (in lieu of DA Form 268) to initiate a flag code transaction using code "PA" as the initial and reason code and input the transaction into SIDPERS.

AR 600-8-19, para 2-3.



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AUTOMATIC ADVANCEMENTS

- The BN S1 will use the flag code of “PD” to close the flag action.
- The flag code action must be closed NLT second working day following the day the soldier would have been promoted.
- Soldiers that are flagged or barred from reenlistment at the required time for automatic promotion and later recommended require a DA Form 4187 and GRCH.
- Soldiers promoted prior to the automatic promotion date require a DA Form 4187 and submission of a GRCH transaction to be promoted.
- If denied advancement, the action is final.

AR 600-8-19, para 2-3.



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UNIT ENLISTED ADVANCEMENT REPORT AAA-117

- The AAA-117 is a three part report generated on the first duty day of the month by the BN S1 for the following promotion month.
- Part 1 of the Unit Enlisted Advancement Report (AAA-117):
 - Part 1-A listing of E1, E2, and E3 personnel that are fully eligible for advancement during the projected month of the report.
- Part 2 of the Unit Enlisted Advancement Report (AAA-117):
 - Part 2-A listing of E1, E2, and E3 personnel who require a waiver for time in service (TIS) or time in grade (TIG) for advancement to pay grades E2, E3, and E4.

DA PAM 600-8 Para 3-45.



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UNIT ENLISTED ADVANCEMENT REPORT AAA-117

- **Part 3 of the Unit Enlisted Advancement Report (AAA-117):**

Part 3-A listing of E1, E2, and E3 personnel who are not eligible for advancement to pay grades E2, E3, and E4 because of unfavorable personnel actions, unfavorable duty status, ineligible for reenlistment, blank DOR or BASD, previous action denying advancement submitted by the individual unit commander or not previously selected due to administrative error, oversight, or transit status.

- **These three sections are broken down separately for each grade.**

DA PAM 600-8 Para 3-45.



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UNIT ENLISTED ADVANCEMENT REPORT AAA-117

- **The AAA-117 identifies soldiers eligible for advancement with/without waivers and individuals not eligible.**
- **Once the AAA-117 is produced, the BN S1 will screen the AAA-117 for additions, deletions and grade discrepancies from the previous report (AAA-117).**
- **The AAA-117 should always be reconciled for accuracy.**
- **For those units that don't have SIDPERS-3 capabilities, they will receive the AAA-117 from their servicing PD.**
- **Upon request from the units, PD will provide information on BASD and/or /DOR if needed.**

AR 600-8-19, Table 2-1.



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UNIT ENLISTED ADVANCEMENT REPORT AAA-117

- Once the AAA-117 has been reconciled, the BN S1 will forward the AAA-117 to the unit commanders.
- The unit commander will review parts 1, 2, and 3 of the AAA 117.
- Commander options on AAA-117: Elect to promote those individuals that are fully qualified, block/deny fully eligible advancement, promote with waiver or promote after the automatic promotion date.
- The unit commander will sign and date the AAA-117 as the authenticating official.

AR 600-8-19, Para 2-5, Table 2-1.



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UNIT ENLISTED ADVANCEMENT REPORT AAA-117

- The battalion commander must sign and date the AAA-117 as the reviewing authority for soldiers who are recommended for promotion to SPC with waiver(s) only.
- Once the unit commander make his/her annotations and signs the report, the unit or the BN S1 will prepare all DA Form 4187s.
- Once all actions have been completed, the BN S1 will prepare the AAA-117 and the waiver calculation sheet for distribution.

AR 600-8-19, Para 2-5, Table 2-1.



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UNIT ENLISTED ADVANCEMENT REPORT AAA-117

- The BN S1 files a copy of the AAA-117 and Calculation Work Sheet and all DA Form 4187s in the BN S1 promotion files.
- The BN S1 will distribute 2 copies of the DA Form 4187 and 1 copy of the AAA-117 and AAA-119 reports through the PD promotion work center to Enlisted Records on a UTL.
- Each DA Form 4187 will be annotated by name on the unit transmittal letter when forwarded to the PD.

AR 600-8-19, table 2-1.



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PROPER ANNOTATION OF (AAA-117)

- The unit commander will review part 1 of the AAA 117 to determine if any soldiers listed should be automatically advanced or denied advancement. Circle “NO” for any soldier denied advancement; circle “YES” if elected for automatic advancement, next to the soldier’s name. Prepare a DA Form 4187 for denying advancements only. For those soldiers that are denied automatic advancement, a flag code “PA” will be entered in SIPDERS NLT than the 20th of the month. Those soldiers that are elected to be promoted in part 1 will automatically be promoted by DA on their effective date of promotion (see TIG/TIS requirement). No action is required to advance those selected soldiers listed in part 1. Attach the DA Form 4187 denying advancement to the AAA-117 report.

DA PAM 600-8, Para 3-45, AR 600-8-19 Table 2-1.



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PROPER ANNOTATION OF (AAA-117)

- The **unit commander** will review part 2 of the AAA 117 to determine which soldiers are to be advanced within the waiver allocations as stated on the cover of the waiver allocation sheet. The commander will select eligible soldiers by annotating “YES” or “NO” for those individuals not selected. For those soldiers elected to be advanced with a waiver, prepare a DA Form 4187. Waivers will be used only on the first day of the month. Attach the DA Form 4187 to the AAA-117. DA Form 4187 is not required for those individuals not selected to be advanced with a waiver.
- The **unit commander** will review part 3 of the AAA-117 to ensure personnel may be advanced once reason for denying advancement no longer exists and provided other advancement criteria are met.

DA PAM 600-8, Para 3-45, AR 600-8-19, Table 2-1.



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PROPER ANNOTATION OF (AAA-117)

To advance individuals listed in part 3 take the following actions:

- If the reason is for “flagging action” and the suspension of favorable personnel action was lifted, take the following actions:
 - If the DA Form 268 was previously submitted, annotate the report accordingly including date of DA Form 268.
 - If the DA Form 268 was not submitted, prepare DA Form 268 in accordance with regulatory guidance. Annotate the report accordingly Attach DA Form 268 to the AAA-117.
- If eligibility status is favorable (the soldier is fully eligible) and the commander elects to promote, the commander will annotate “YES” on the AAA-117 and attach a DA Form 4187 for advancement. If the commander elects not to promote, he/she will annotate “NO” on the AAA-117.

DA PAM 600-8 Page 56-57



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PROPER ANNOTATION OF (AAA-117)

- If the reason is for “duty status” and the unfavorable duty status has changed to a favorable duty status, take the following actions:
 - If the DA Form 4187 for duty status change was previously submitted, annotate the report accordingly including date of DA Form 4187.
 - If the DA Form 4187 for duty status change was not submitted, prepare DA Form 4187 in accordance with regulatory guidance. Annotate the report accordingly and attach DA Form 4187 to the AAA-117.
 - If eligibility status is favorable (the soldier is fully eligible) and the commander elects to promote, the commander will annotate “YES” on the AAA-117 and attach a DA Form 4187 for advancement. If the commander elects not to promote, he/she will annotate “NO” on the AAA-117.

DA PAM 600-8, Page 56-57



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PROPER ANNOTATION OF (AAA-117)

- If the reason is for blank “BASD/DOR” take the following actions:
 - Update BASD/DOR (make proper annotations on the AAA-117) and if individual is eligible based on the updated information, the commander can elect to promote by annotating “YES” on the AAA-117 and attach the DA Form 4187 for advancement. If the commander elects not to promote, he/she will annotate “NO” on the AAA-117.
- If the reason is for “not previously selected” and the soldier is now eligible for Advancement:
 - The commander can elect to promote by annotating “YES” on the AAA-117 and attach the DA Form 4187 for advancement. If the commander elects not to promote, he/she will annotate “NO” on the AAA-117.

DA PAM 600-8, Page 56-57



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FOR OFFICIAL USE ONLY
PD 20010601 PCN AAA-117 SCP P04-06-00 CD20010701 SCN XX PG1
UIC: WH6SAA PROJECTED MONTH: 0001 DATE SUSPENSE DUE: 20010620

UNIT ENLISTED ADVANCEMENT REPORT

NAME	SSN	CURRENT MOS	RANK	BASD	TIS DOR	TIG	PSS	PHY CAT	ADVANCEMENT ACTION
PFC ELIGIBLE PROJECTED MONTH									
POTTER JOAN	123-45-6789	75H	PFC	19990515	26	20001201	7	F	A YES/NO
JOE GI	123-45-6789	63B	PFC	19990501	26	20000901	10	F	A YES/NO
LOPEZ LUIS	111-22-3333	71L	PFC	19990513	26	20001101	8	F	A YES/NO
SMITH JOE	555-66-7777	75H	PFC	19990521	26	20010101	6	F	A YES/NO

Departed

PFC ELIGIBLE WITH TIS/TIG WAIVER

CHAPA EDDY	999-55-7777	54B	PFC	20000101	18	20000101	18	F	A YES/NO
WATSON EROE	888-33-5555	75F	PFC	19991215	19	20000101	18	F	A YES/NO
RYAN PRIVATE	333-44-5555	75H	PFC	19991001	21	20000101	18	F	A YES/NO

DIGGS ED	777-77-7777	63B	PFC	20000101	18	20000101	18	F	A YES/NO
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PFC NOT ELIGIBLE

LAROSE TED	333-22-1111	75H	PFC	19990515	26	20000901	10	F	A APFT FAILURE
KENNDY JACK	444-33-2222	63B	PFC	19990512	26	20000901	10	F	A WEIGHT-CONTROL

Departed

Judy Wiles
JUDY WILES
CPT, AG
COMMANDING

JOHN WALKER
LTC, AG
BN Commander



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COMPUTE WAIVER ALLOCATIONS

- Waivers will be used only on the first day of the promotion month.
- Add and subtract arrivals or departures, correct any grade discrepancies and obtain blank/missing data prior to doing computations.
- The BN S1 section calculates waiver allocations by company for PV2 and PFC.
- SPC waiver allocations will be consolidated and calculated at the battalion level.
- The battalion commander can realign total allocations within the battalion as he/she sees fit (pertains to promotion to SPC with waiver only).

AR 600-8-19, para 2-5.



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COMPUTE WAIVER ALLOCATIONS

- Separate companies that act as a parent unit and do not report to a battalion level unit will compute their waiver allocations separately.
- Battalions/separate companies/detachments with less than 10 SPC/CPL authorized (positions), may promote one (1) soldier with waiver as long as all assigned SPC/CPL do not have less than 24 month TIS.
- The SPC waiver percentage will be published in the monthly cutoff scores and/or enlisted promotion issues memorandum.

Note: SPC waiver percentage has been changed to 27% effective the month of February 2002. Unless otherwise directed the waiver allocation will stay at 27% until change is announced in the monthly HQDA cutoff scores.

AR 600-8-19, para 2-5.



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ELIGIBILITY AND CRITERIA

TIME IN SERVICE		
	FULLY	WAIVER
SPC	26/24	18
PFC	12	6
PV2	6	2
WAIVER ALLOCATIONS → TIS (HQDA)		

TIME IN GRADE		
	FULLY	WAIVER
SPC	6	3
PFC	4	2
PV2	NONE	NONE
WAIVERS → TIG (CDR)		

AR 600-8-19, para 2-5.

NOTE: Effective 1 Oct 02 TIS for E4 will change to 24 months. (MILPER MSG 02-160)



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WAIVER ALLOCATIONS COMPUTATION WORKSHEET YR/MONTH _____ UNIT _____

Annotate all advancement computations on AAA-117

Step	Required Action/Instructions	E-2	E-3
Step 1	Total number of soldiers ASSIGNED		
Step 2	Multiply step 1 by total allowable with waivers or as announced by HQDA	X .20	X .20
Step 3	Total allowable with waiver. Drop fractions, do not round up.		
Step 4	Enter the total number of assigned with less than required TIS. (Using ADHOC query)		
Step 5	Subtract Step 4 from Step 3 for total waivers authorized.		

Follow steps 3 - 11 of table 2-1 for continuing process.



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	Required Action/Instructions	E-4
Step 1	Roll up total authorized E-4 strength (use BN MTOE or authorizations numbers from the AAA-223)	
Step 2	Multiply Step 1 by .27 (verify Percentage from the HQDA Cut Off Scores Memorandum)	X .27
Step 3	Total allowable with waiver. Drop fractions, do not round up.	
Step 4	Enter the total number of assigned with less than required TIS. (Using ADHOC query)	
Step 5	Subtract Step 4 from Step 3 for total waivers authorized. This is total waivers available for advancement to E-4.	

Verified by the Personnel Sgt _____

*Primary sort query by BASD to identify soldier's who have less than the time in service (TIS) required for each grade.

SIDPERS 3 query	
column 1	Rank
column 2	Name
column 3	UIC
column 4	DOR
column 5	BASD



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LATE PROMOTION

- Soldiers being promoted late to the rank of PV2 through SPC, a DA Form 4187 will be initiated by the appropriate soldier's commander to the next higher promotion authority requesting that the soldier be promoted with a retroactive date explaining the specific reason for the delay in promotion.
- If the next higher promotion authority approves the request, he or she will so indicate by memorandum and direct the soldier's promotion, indicating the correct effective date.
- The DA Form 4187 and approved memorandum will be filed in the soldier's MPRJ.
- This action will not be used to promote soldiers retroactively due to errors discovered during computation.

AR 600-8-19, para 1-13(1).



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CORRECTING ERRONEOUS PROMOTIONS

- The commander who issued the DA Form 4187 (or current commander) may revoke an erroneous promotion and make a determination of de facto status (see paragraph 1-17).
- A soldier promoted in error who becomes eligible for promotion before the determination of error was discovered will retain the promotion.
- DA Form 4187 will be initiated to adjust DOR.
- The BN S1 will submit the GRCH transaction if applicable.
- The BN S1 will forward the DA Form 4187 to Enlisted Records and Finance.

AR 600-8-19, para 2-7.

WAIVER ALLOCATIONS COMPUTATION WORKSHEET

YR/MONTH _____

UNIT _____

STEP	<u>Required Action/Instructions</u>	E-2	E-3
Step 1	Total number of soldiers ASSIGNED for PV2/PFC		
Step 2a	Multiply Step 1 by the total allowable with waiver or as announced by HQDA= 20%	X .20	X .20
Step 2b	Results, Total allowable with waiver. DO NOT ROUND UP, Drop fractions		
Step 3	Enter the total number of soldiers already assigned with less than the required TIS from the ADHOC query/AAA-117 (use waiver table) minus exceptions in para 2-5h.		
Step 3a	Subtract Step 3 from step 2b for total waivers authorized. Do not round up.		

Following guidelines AR 600-8-19, 2 October 2000 Chapter 2, Table 2-2

Annotate all advancement computations on AAA-117

STEP	<u>Required Action/Instructions</u>	E-4
Step 4	Roll up total authorized E-4 strength (use BN MTOE or authorizations numbers from a source document)	
Step 4a	Multiply Step 4 by .27% (verify Percentage from the HQDA Cut Off Scores Memorandum)	X .27
Step 4b	Result, do not round up but down, drop fractions	
Step 5	Enter the total Number of assigned SPC already assigned with less than required TIS (waiver zone, see table below) minus exception in para 2-5h	
Step 6	Subtract Step 5 from result item 4b. <u>Do not round up.</u> This is total of waivers available for advancement to E-4. Distribute waivers to units based on guidance/policy by Battalion Commander/CSM.	

Verified by the Personnel Sgt